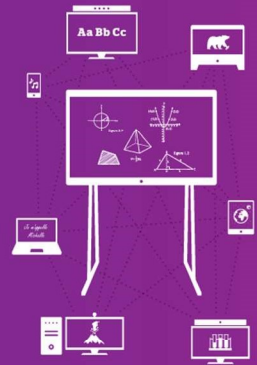


Webex information for parents



Webex videoconferencing software is now available at Victorian Government Schools

What is Webex?

Webex is the videoconferencing solution that the Department of Education and Training offers all Victorian government schools.

In addition to Webex equipment, students and teachers have access to tools that combine videoconferencing, file sharing, and collaboration tools such as whiteboarding.

Webex equipment can enable schools to connect with a range of educational experiences with experts in art galleries, museums, zoos, science centres, or language providers.

What does the software do?

Webex software, such as Webex Meetings, Webex Teams or Webex Events, can work in conjunction with the equipment or independently. Teachers can choose videoconferencing option that best suits the learning needs of their students.

How will students use it?

Webex software can be used by teachers to videoconference with their students in situations where their students are unable to attend school. This could assist students who have a long-term illness remain up-to-date with their classmates.

Teachers can share instructional videos for class content, or organise virtual classes with specialist guest speakers. Webex software provides a range of software solutions to meet the needs of the class.

Responsible use by students

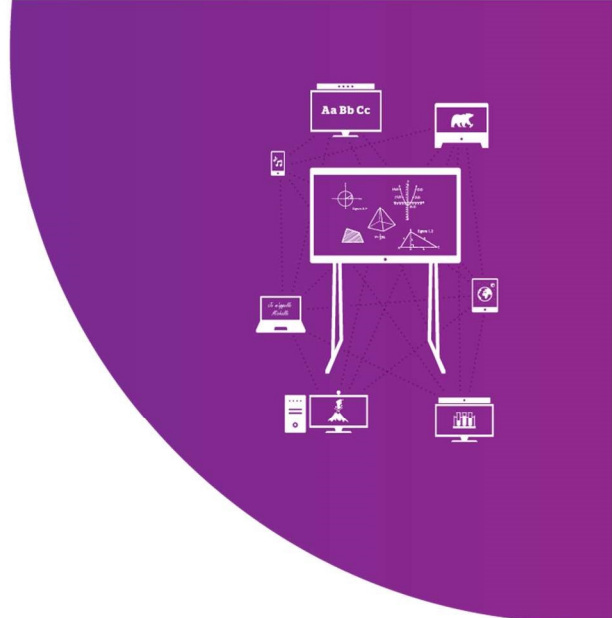
We would ask parents to:

- **Remind** students not to share passwords or sensitive information online e.g. phone numbers, address, date of birth.
- **Talk** about appropriate use of technology at school and at home.
- **Advise** them that anything uploaded or messaged in Webex Teams can be viewed by teachers.

Privacy and safety

- Webex is secure, encrypted software and participation in meetings and events is by invitation only
- DET has created additional compliance measures – students can only be contacted by teachers and other students. Any external contact (such as an expert or instructor) is by invitation only and the activity moderated by a teacher
- Please note that **Cisco will never contact you or your child directly**. If you or your child are contacted by anyone claiming to be Cisco support, contact your school immediately.
- Recording – if required, schools must comply with the Department's *Photographing, Filming and Recording Students Policy Notice* and have the required permissions included in the *Annual Consent Form and Collection* prior to recording.

Webex information for parents



Webex software – privacy information and opt-out form



What information needs to be collected?

- Student email details when joining Webex Meetings.



Why is this information needed?

- To enroll users in the Cisco system and provide services
- To provide technical support



When could this information be accessed by others?

- By Cisco to support the service
- By Compliance Officers for investigations
- Where required by law

Further information

If upon considering the information on Webex you have questions or concerns please contact your school. You do not need to do anything for your child to have access to this service. For more information on the Department's *Schools' Privacy Policy* go to: <https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>

ONLY complete the section below if you DO NOT want your child to have access to this online service.

Cisco Webex Teams - Opt-Out Form

ONLY complete the section below if you **DO NOT** want your child to have access to this online service.

I DO NOT wish for my child to have access to Webex online services and understand that alternative arrangements for allocating work will be made.

Student Name:

Parent / Guardian Signature:

Home Room:

Parent / Guardian Name: